

## Renewing

Renewing a book doesn't extend your lending period. Instead, it lets you borrow the book again immediately after your current checkout expires (if there are no existing holds) or it places you on the wait list to borrow the book again as soon as possible (if there are existing holds).



Tap the **Request Again** button

located under the book cover on your Loans page.

Title that you've requested again will appear on your Holds page and will be automatically checked out to you as soon as they're available again.

Once you receive an email indicating the title is available, you need to go to your Loans page to download again.

## My Account

Loans

Holds

Wish List

Recommendations

Settings: lending period, content preferences

## Questions?

Ask at the 2nd floor Reference Desk or call (920) 236-5205

## Download F.A.Q.

### How many books can I check out?

You can check out **10** items.

### How many holds can I have?

You can have **10** holds.

### How long is the lending period?

The default for ebooks and audiobooks is **7 days**, but you may choose up to **21 days for ebooks** and **14 for audiobooks**. When borrowing a book, you can change the lending period for just that title.

### What happens when that time is up?

When the lending period ends, the ebook or audiobook will expire. You don't have to return it, but you can by tapping and holding the cover in your app bookshelf.

### How can I change my default settings?

Tap on the book icon on the top of the page which will take you to your Loans page. Tap Settings. You can also set your content preferences under Settings.



# How to download ebooks & audiobooks

# For tablets, smartphones & Kindle Fire

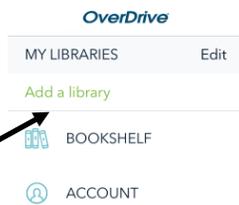


## Getting Started

1. Install the OverDrive app from your device's app store and then open the app.
2. Choose the option of **signing up with your library card**.
3. Choose **Oshkosh Public Library** or **Winnefox Library System** from the drop down list.
4. Enter your **library card number and pin** (last 4 digits of your phone).

### Adding a Library

1. Swipe the screen to open the Home menu or tap the three bars icon in the top left corner.
2. Tap **Add a Library**, then search for your zip code
3. Tap **Oshkosh Public Library**.
4. Tap the **star** to save Wis. Public Library Consortium.



## Logging In

1. In the app, **tap the icon in the top-left** corner to open the Home menu, then **tap Wis. Public Library Consortium**.
2. Click the **Sign In** button in the top-right corner, then select Winnefox Library System from the dropdown menu
3. **Sign in with your library card & PIN** (last four digits of phone number); check the box next to Remember my card number on this device

## Searching for Books

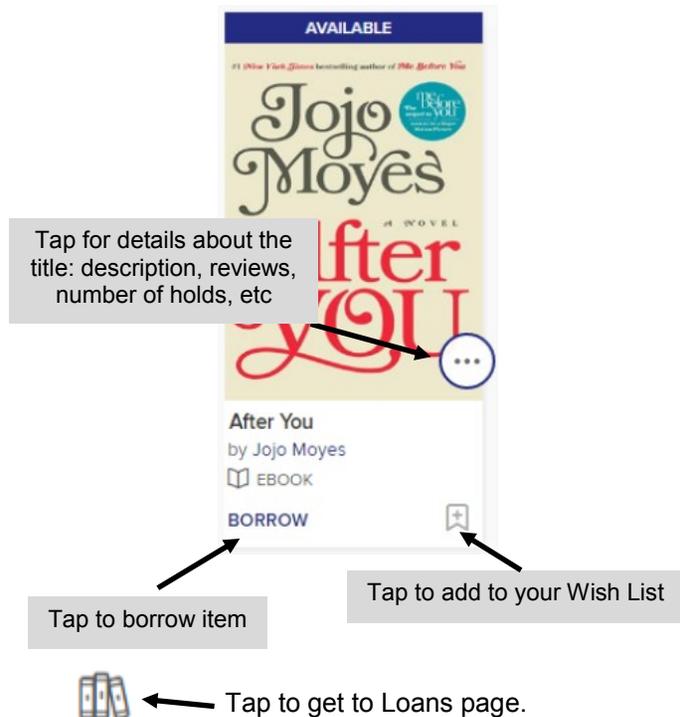
If you know what you would like to search for, tap the magnifying glass and enter

**To browse titles**, you can use the Subjects menu near the top of the website to view all subjects in your library's digital collection.

Or, **use the Collections menu** to see collections of newly added titles, popular titles, or spotlight collections.

Filter by choosing format, Availability or date added

Use Advanced Search to limit your search.



## Borrowing

The banner on top of the book cover will inform you if it's Available, Wait List, or Coming Soon

1. When you find a book, tap **Borrow**
2. Go to your **loans** (book icon at top of page)
3. Tap **Read now with Kindle** to download the Kindle book, or **select a format** from the Download drop-down menu (usually EPUB format)



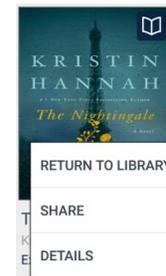
If you select EPUB, the book will appear on your Bookshelf inside the OverDrive app. Tap the cover to open the book.

If you select **Read with Kindle**, you will be taken to the Amazon website. Click **Get Library Book**, then log in with your Amazon account & select the device you want to send the book to.



## Returning and Deleting Books

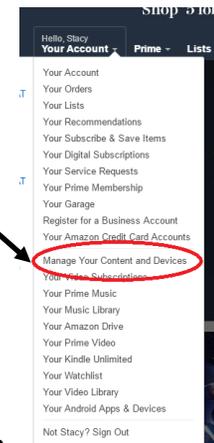
Although items automatically return when the checkout period expires, you can return them early from the OverDrive app



1. Go to your Bookshelf in the app, then **tap and hold down on the cover**
2. Tap **Return** to return the book early
3. If the book has expired, **tap Delete** to remove it from your bookshelf

To return a Kindle book:

1. **Sign into your Amazon account & go to Manage Your Content and Devices**
2. Tap on **Actions (...)**
3. **Return** or **Delete** your book



## Holds

1. **To put a hold request on an item**, tap the Place a Hold button under a title.
2. Enter your email address.

**When the title is available, it will be automatically checked out to you.** You'll receive an **email notification** letting you know that it's waiting for you on your Loans page.

You can also suspend and edit your holds from your Holds Page